

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC Briefing at Information Systems Board Offsite Meeting  
on 5 November 1987

FROM:

EXTENSION

NO.

ER 4557-87

DATE

20 October 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Executive Registry  
7E12 HQS

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B 209-12

ER 4557-87  
20 October 1987

MEMORANDUM FOR: Deputy Director of Communications

STAT

FROM:

[redacted]

Special Assistant to the Executive Director

SUBJECT:

OC Briefing at Information Systems Board Offsite  
Meeting on 5 November 1987

1. You are invited to update the ISB during the upcoming offsite meeting on the Office of Communications' plans. Thirty minutes have been reserved for your presentation and discussion on 5 November at 18:00.

2. During the course of your remarks, please discuss long-range plans for modernizing the network. Also, please describe efforts to improve management of the network. There will be an overhead projector in the meeting room. Please let me know of any special requirements, such as audio-visual equipment.

STAT

/signed/

STAT

DCI/EXDIR [redacted] (20 Oct 87)

Distribution:

Orig - Addressee

1 - D/OC

1 - ER

1 - ISB File